

PLANNED  
COSTS  
UNPLANNED PERSONNEL  
HUMAN RESOURCES

**RENEWAL OF MEMORANDUM OF SPECIAL REVENUE UNDERSTANDING  
BETWEEN THE  
MONTANA DEPARTMENT OF CORRECTIONS  
AND THE  
MONTANA LAW ENFORCEMENT ACADEMY**

**Section I: Purpose**

This memorandum renews the agreement that has been made and entered into by the Montana Department of Corrections (DOC) and the Montana Law Enforcement Academy (MLEA) for the purpose of defining the responsibilities of each agency with respect to the Standardized Corrections Training (Correction/Detention Officer Basic) authorized by the 1997 legislative session.

**Section II: Recognition**

Whereas the DOC recognizes that MLEA is funded through a State Special Revenue (SSR) Account that acquires revenues from surcharges assessed on all notice to appear and complaints adjudicated through city, municipal, and justice courts.

Whereas, the DOC recognizes that as a State Correctional Institution, no surcharge revenue is generated or contributed to the MLEA State Special Revenue Account.

Whereas, the DOC recognizes that in fiscal year 2007, the five largest counties in Montana generated and contributed on the average of \$120,187.00 per county to the MLEA State Special Revenue Account.

Therefore, the DOC agrees that through the contribution of funds and services, MLEA will receive equitable consideration for the continued operation of the Correction / Detention Officer Basic Course (CDOB).

**Section III: Equitable Contributions for Operating Expenses and FTE**

The 1997 legislature authorized the Department of Corrections to establish an ongoing standardized Corrections/Detention Officer Basic (CDOB) Course that all detention officers and correctional officers must complete.

The Department of Corrections has received ongoing authorized funding for this training program and the authorized funding for FY 2008/2009 is established as follows:

- \$31,000 operating expenses each year for FY2008 and FY2009
- \$48,912.39 in salary and employee benefits for 1.0 full time equivalent (FTE) in FY2008
- \$50,575.48 in salary and employee benefits for 1.0 full time equivalent (FTE) in FY2009

Total funding consists of \$161,487.87 for the 2008/2009 biennium, which ends June 30, 2009.

#### **Section IV Department of Corrections Responsibilities:**

1. Remit payment through SABHRS inter-unit journal to the Department of Justice, using the quasi-external contract procedure, within 15 working days of receipt of valid documentation which details incurred operating expenses.
2. Provide MLEA with a loaned Training & Development Specialist position. The position will facilitate the six CDOB course, instruct aspects of basic corrections training, develop and evaluate other part-time instructors for this course, and work to improve the corrections components of training programs conducted for other criminal justice personnel. The Training and Development Specialist may be used for other courses of instruction and training presented by MLEA as long as it does not conflict nor detract from the primary responsibility of this position.
3. The DOC will pay MLEA, through SABHRS inter-unit journal, in the equivalent of all meal costs incurred by MLEA for the duration of the course for each DOC Correctional Officer. These costs are currently negotiated with a private third party vendor at \$16.00 per day for a total of \$240.00 per course - per officer. All other course training costs assessed by MLEA including lodging, registration, course fees, filing fees, necessary MLEA work out clothing, and all books and text material will be provided by MLEA in due consideration for the preceding payments in Section III.
4. DOC recognizes that the meal costs for each student are subject to change based upon negotiations with third party vendors.
5. Provide additional topic matter experts and certified instructors when available to assist in the instruction of the various topics presented in the Correction / Detention Officer Basic course.
6. Participate in the quality assurance process ensuring that standardized quality instruction is provided during the basic course.
7. Notify MLEA twenty-eight business days prior to the start of a training program to confirm the actual number of DOC employees that will be attending.

#### **Section V: Montana Law Enforcement Academy Responsibilities**

1. Provide direct supervision of the DOC Training and Development Specialist assigned to MLEA and submit an annual performance evaluation to the DOC Staff Development and Training Bureau Chief
2. Conduct 6 (six) Correction / Detention Officer Basic Courses annually upon the campus of the Montana Law Enforcement Academy.
3. Ensure that there is appropriate and adequate training and classroom space per number of students to include classrooms, gym and scenario space.
4. Provide all necessary lodging, linen, access to a fee based weekday meal service, and all other necessary educational materials for all correctional officers attending the CDOB course.

5. Maintain all records and files and ensure that all required data entry services are performed to accurately document the participation and successful completion of all correctional officers in the CDOB course.
6. Provide a quality assurance process that ensures standardized quality instruction is provided during the CDOB course. Quality corrections based instruction and creating an optimal learning environment will be the basic philosophical foundations for quality assurance.
7. Following each course, MLEA will evaluate the course presentation and report any significant findings to the DOC, Staff Development & Training Bureau Chief.
8. Ensure that all Adjunct Instructors are POST certified and qualified to instruct or train in each special topic matter.
9. Determine course curriculum in collaboration with the DOC, Staff Development & Training Bureau Chief. The curriculum will be based on sound correction / detention philosophies & practices; applicable state and federal statute and administrative rule, and as may be recommended by the American Corrections Association (ACA), American Jail Association (AJA), National Institute of Corrections (NIC), Office of Juvenile Justice and Delinquency Prevention (OJJDP) and DOC.
10. Submit the Correction / Detention Officer Course curriculum for approval and accreditation through the Montana Public Safety Officer Standards and Training Council, (POST). Any and all changes to the learning objectives or lesson plans must be approved prior to implementation by POST.
11. Ensure that every course within the CDOB training curriculum is supported by written learning objectives and a standardized lesson plan. Course instructors will be required to follow the applicable lesson plan, which must be approved by MLEA.
12. Coordinate all logistics necessary to successfully host each and every one of the CDOB courses.
13. Provide all necessary course material to include text books, reference materials and handouts.
14. Guarantee DOC has a minimum of ten training spaces available for DOC employees in each of the six CDOB courses. These training spaces must be filled within the 28 day time frame previously mentioned within the Memorandum of Understanding.


**Section VI: Notification of Employees:**

Each Department will notify appropriate staff of the conditions of this agreement and any amendments thereto.

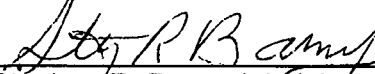
**Section VI                      Effective Date:**

The effective date of this memorandum of understanding is July 1, 2007 and is subject to review by both parties prior to its June 30, 2009 termination date to determine if the MOU should be renewed or rescinded, as determined by mutual agreement.

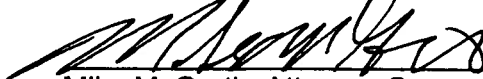
**Signatures:**

  
Mike Ferriter, Director  
Montana Department of Corrections

7/27/07  
Date

  
Stephen R. Barry, Administrator  
DOC - Human Resource Division

7/9/07  
Date

  
Mike McGrath, Attorney General  
Montana Department of Justice

8/21/07  
Date


  
Mike Batista, Administrator  
Division of Criminal Investigation

8/15/07  
Date

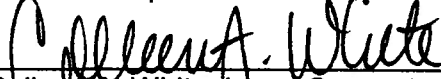
  
Kevin Olson, Administrator  
Montana Law Enforcement Academy

7/9/2007  
Date

**Approved for Legal Content by:**

  
Ali Bovingdon, Assistant Attorney General  
Montana Department of Justice

8/21/07  
Date:

  
Colleen A. White, Legal Counsel  
Montana Department of Corrections

7/23/07  
Date